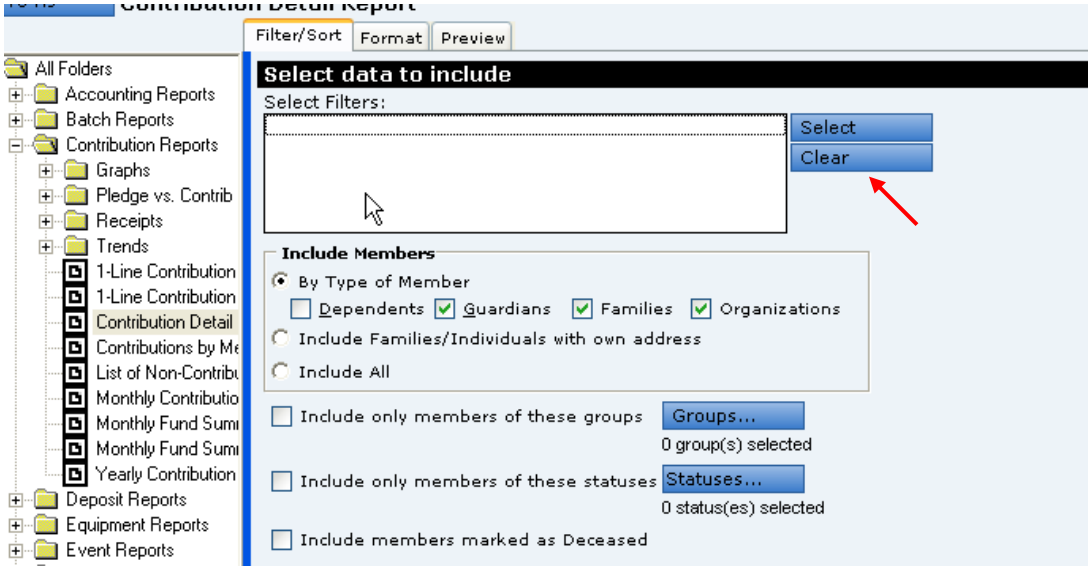
Report Filters

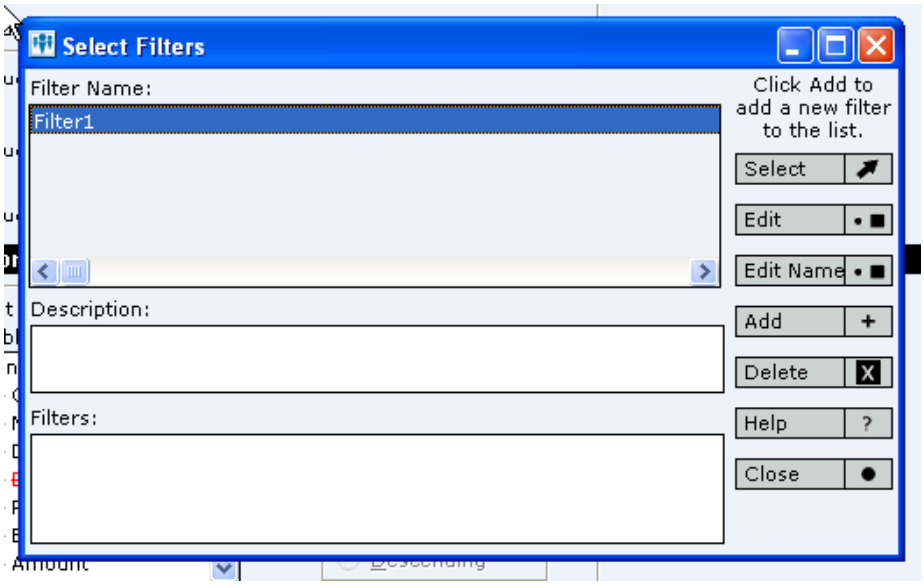
The following example shows how to add a filter that will generate a report showing contributions made to a particular fund.

From the main welcome screen:

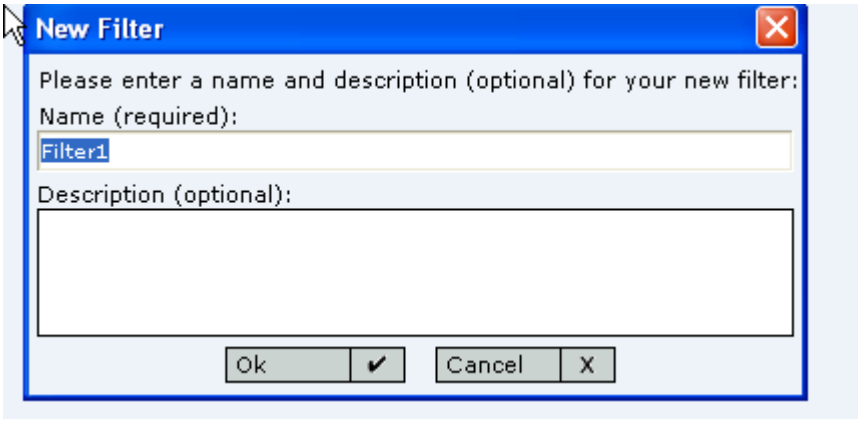
1. Click **Reports** to go to the reports module
2. Click **Report Generator** to view the report list.
3. In the report list click **Contribution Reports** -> **Contribution Detail Report** to open the particular report.

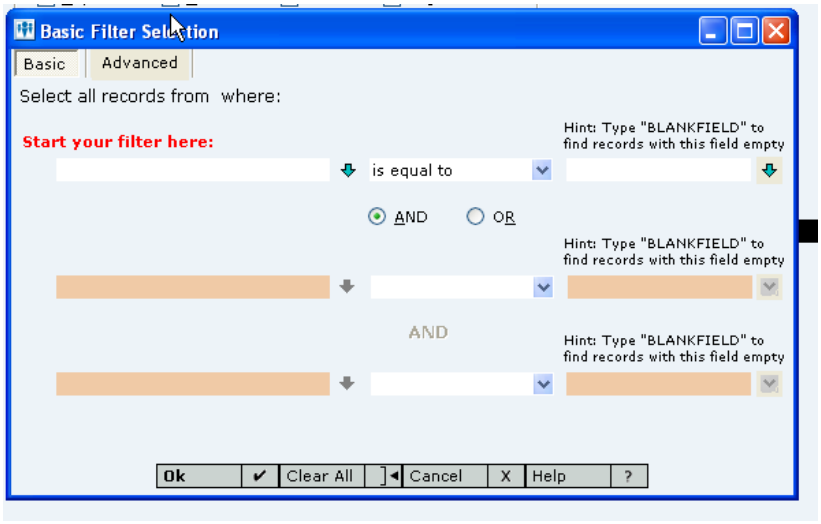


4. Under the Select Filter section click on the Select button to view a list of filter choices.

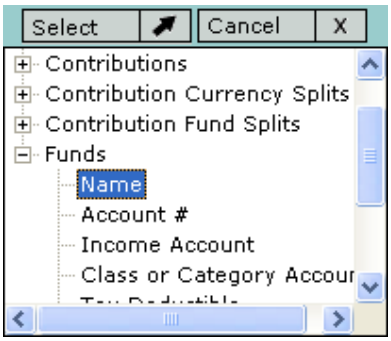


5. Click the Add button to add a new filter.
6. Type a name for the new filter and a description. Click OK to view the filter screen

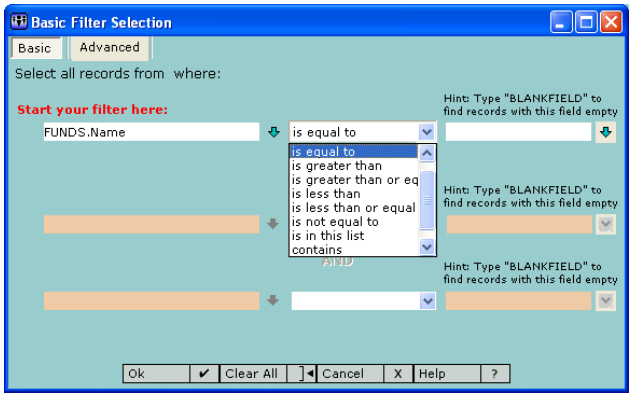




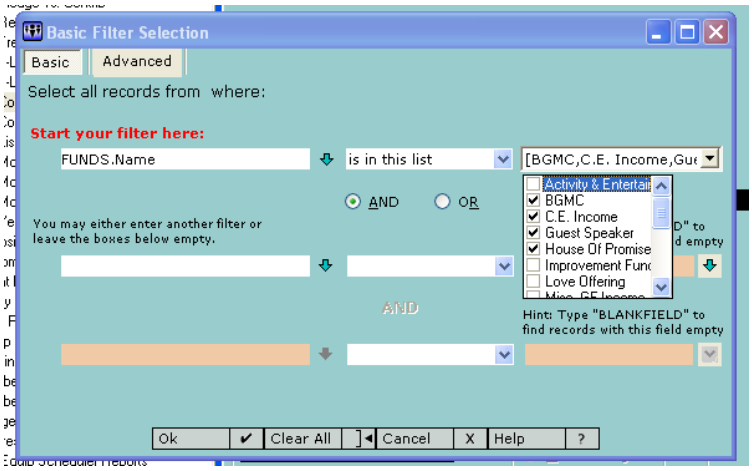
7. Click on the arrow next to the start your filter here.
8. Select Funds and Name from the field list. Click Select to choose the name field.



9. Click on the arrow for the next select box and make a selection



10. Complete the filter statement by filling in the next box. Note: the options in the third box will change depending on the function selected in the 2nd. In this example we have chosen "is in this list" in the second box, so in the third we simply check off the funds we want this filter to include.



11. Click on the OK button at the bottom of the box. Select the newly made filter for your report by clicking Select.

12. Run the report as normal and it should include only those records from the filter.